



CYNTHIA D. BANKS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE B. BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

December 19, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO EXTEND CURRENT FOSTER YOUTH
INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM CONTRACTS
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**JOINT RECOMMENDATION WITH THE DIRECTOR OF THE DEPARTMENT OF
CHILDREN AND FAMILY SERVICES (DCFS):**

1. Delegate authority to the Director of Community and Senior Services (CSS), or designee, to negotiate and execute contract amendments, in substantially similar form to Attachment A, with the 10 current service providers listed on Attachments B and B-1. The Amendments will extend the Contract term on a month-to-month basis from January 1, 2007 through December 31, 2007, in an amount not to exceed \$1,200,000, fully funded with ILP funds, to provide for the continued provision of job readiness and placement services to emancipating youths. \$600,000 of the total cost of the amendments is included in the FY 2006-07 Adopted Budget and the remaining cost will be included in the DCFS' FY 2007-08 Budget Request. The execution of the Amendments is conditioned upon the State's approval to extend the contract term and after County Counsel approval as to form.
2. Authorize the transfer of these contracts to the Department of Children and Family Services effective July 1, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended action will allow current contracts to be extended on a month-to-month basis through December 31, 2007. In order to reduce the administrative burden

of maintaining two separate programs, these contracts will officially transfer to DCFS effective July 1, 2007. DCFS plans to continue to provide these services as part of the overall ILP program in the County, and will assume responsibility to procure new contractors for FY 2007-08.

DCFS is in the process of obtaining approval from the California Department of Social Services (CDSS) to extend current ILP contracts for one (1) additional year to allow for the successful transition of program operations from CSS to DCFS and to allow for the procurement of qualified bidders during the twelve-month transition phase.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal #5: Children and Families Well-Being.

Performance Measures

Among the performance measures to be tracked are the number of older youth ages 18-21 that obtain unsubsidized employment and employment-related skills gains and the number of younger youth ages 16-17 that attain an academic or vocational skill.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The estimated cost to extend the current contracts through December 31, 2007 is \$1,200,000. Funding, not to exceed \$600,000 has been included in CSS' FY 2006-07 Adopted Budget for services through June 30, 2007. DCFS provides funding to CSS through intra-fund transfers. Funding for services provided from July 1, 2007 through December 31, 2007 will be provided by DCFS and will be included in the DCFS' FY 2007-08 Budget Request.

Contract with Star View

Star View terminated its contract with CSS' citing cost effectiveness and substantial financial losses for it to continue to provide services under the ILP Program. The amount of \$90,172 was originally allocated to Star View, and has been redistributed proportionately to contractors in Supervisorial District 2 and 4.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 20, 2006, your Board approved a six (6) month time extension to the current contracts while a new procurement process was underway. However, it was determined that the procurement process would best be administered under DCFS and therefore, requires additional time. Since these ILP contracts are only a small component of the overall ILP program in the County, in order to reduce the administrative burden of maintaining two separate programs, effective July 1, 2007,

DCFS will assume full responsibility over these contracts. A transition period is needed to transfer the program from CSS to DCFS. Therefore, the requested twelve (12) month time extension to the current contract is needed to effectuate the transition and to finalize the procurement process.

The Foster Care Independence Act of 1999 allocates funds to serve foster youth and emancipated foster youth up to the age of 21 to help prepare youth for independent living. A portion of the annual ILP allocation may be used for job readiness and employment services.

The ILP Program provides services to foster youth who have emancipated or are emancipating from the foster care system with the goal towards employment and self-sufficiency. Services include employment readiness and skills related to actual job situation with linkages to local employers.

CONTRACTING PROCESS

The agencies being recommended for funding were successful in the RFP process conducted by CSS in July 2003. A total of 10 agencies, listed in Attachment B, are being recommended for funding with this action.

DCFS and CSS entered into a Memorandum of Understanding (MOU) for the transfer of funds and the provision of the services effective July 1, 2005 through June 30, 2006.

Monitoring

Beginning in FY 2003-04, CSS contracted with the Auditor-Controller's (A-C) office to conduct fiscal and contract compliance monitoring of all of its contractors within the Workforce Development Branch. CSS is responsible for ensuring, through its resolution process that the reported monitoring findings are resolved, training is provided to our contractors, if necessary, and program policies are developed.

Attachment C provides information about each contractor's status with regard to minority and women-owned business enterprises.

IMPACT ON CURRENT SERVICES

Continuation of the ILP Program for an additional twelve (12) months on a month-to-month basis will allow the ILP Skills Enhancement agencies to provide job readiness and employment services to emancipated and emancipating foster youth through December 31, 2007, without interruption of services.

CONCLUSION

Upon approval of this request, please instruct the Executive Officer/Clerk of the Board of Supervisors to send an adopted copy of this Board Letter to:

Department of Children and Family Services
Attention: Walter Chan, Contract Manager
425 Shatto Place
Los Angeles, CA 90020

Department of Children and Family Services
Attention: Rhelda Shabazz, Division Chief
Emancipation Services
3530 Wilshire Blvd., 4th Floor
Los Angeles, CA 90010

Respectfully submitted,


CYNTHIA D. BANKS
Director, Community & Senior Services

Respectfully submitted,


PATRICIA S. PLOEHN
Director, Department of Children
& Family Services

Attachments (3)

c: David E. Janssen, Chief Administrative Officer
Raymond G. Fortner, Jr., County Counsel
Sachi Hamai, Executive Officer
J. Tyler McCauley, Auditor-Controller



Contract No. ILP _____
 Amendment No. 2 _____

**COMMUNITY AND SENIOR SERVICES
 OF THE COUNTY OF LOS ANGELES**

**INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM
 CONTRACT AMENDMENT NO. _____ TO CONTRACT NO. _____**

FISCAL YEAR 2006-2007

REFERENCE IS MADE TO THE DOCUMENT ENTITLED "COUNTY OF LOS ANGELES INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM CONTRACT" ENTERED INTO BETWEEN THE COUNTY OF LOS ANGELES, THROUGH ITS DEPARTMENT OF COMMUNITY AND SENIOR SERVICES ("CSS") AND _____ ("CONTRACTOR"), ADOPTED BY THE BOARD OF SUPERVISORS ON _____, AND FURTHER IDENTIFIED AS AGREEMENT NO. _____, HEREINAFTER REFERRED TO AS "CONTRACT".

This AMENDMENT TWO is made and entered into this 1st day of January, 2007, by and between the County of Los Angeles ("COUNTY") and _____, "CONTRACTOR".

RECITALS

WHEREAS, the County has received grant funds from the California Department of Social Services (CDSS) pursuant to Public Law 99-272, which added Section 477 to Title IV-E of the Social Security Act, to administer the Foster Youth Independent Living Program ("Program"), the purpose of which is to provide life skills, workforce readiness, job training, job search and job placement services to emancipating and emancipated youth of Los Angeles County; and

WHEREAS, the parties hereto have previously entered into an Independent Living Skills Enhancement contract, identified as Contract No. _____ ("Contract"), for the period July 1, 2005 through June 30, 2006 for an amount not to exceed \$ _____; and

WHEREAS, on July 1, 2006 this Contract was amended through Amendment Number One, to increase the sum by \$ _____ from the original contract amount of \$ _____ and to further extend its term on a monthly basis not to exceed six (6) months, for the period of July 1, 2006 – December 31, 2006, for the purpose of dedicating an additional allocation provided in Fiscal Year 2005-06, in exchange for additional defined program services/areas and

WHEREAS, on December 12, 2006, the Board delegated authority to amend this Agreement to further extend its term on a monthly basis not to exceed twelve (12) months in addition to increasing the maximum contract sum for the continued provision of job readiness and placement services to emancipating youths; and

WHEREAS, COUNTY has determined that CONTRACTOR's performance has been satisfactory, that the need for services continues to exist, and that additional funding to increase such services is currently available; and

WHEREAS, the parties desire to amend the Contract in accordance with the terms and conditions as set forth below,

NOW THEREFORE, effective January 1, 2007, the Contract is amended as follows:

I. **PREAMBLE, SECTION 1. APPLICABLE DOCUMENTS** is deleted and replaced with the following:

(a) This Contract consists of this Amendment Two, any prior amendments, and the following exhibits, inclusive:

- (1) Exhibit A-1, Standard Terms and Conditions
- (2) Exhibit B, Mandated Program Requirements
- (3) Exhibit C, Statement of Work
- (4) Exhibit C-1, Statement of Work Part II
- (5) Exhibit D (a), Fees Summary and Rates Schedule Part II
- (6) Exhibit D (b), Fees Matrix Summary Part II
- (7) Exhibit D (c), Estimated Slot Costs and Worksheet Part II
- (8) Exhibit D-1(a), Budget Forms Part II
- (9) Exhibit E, Los Angeles County Auditor-Controller Accounting and Administration Handbook

(b) In the event of any conflict on the definition or interpretation of any word, responsibility, or contents of a deliverable product or service between this Amendment Two, any prior **amendments**, and the attached exhibits, said conflict or inconsistency shall be resolved first in favor of Exhibit A-1 (Standard Terms and Conditions) to this Contract and then in favor of Exhibit B (Mandated Program Requirements).

II. **SECTION 2. CONTRACTOR OBLIGATIONS**, Subsection (b) is deleted and replaced with the following:

(b) In addition to the other obligations set forth in this Contract, and subject to COUNTY oversight, CONTRACTOR shall perform those activities identified in the Mandated Program Requirements (Exhibit B), the Statement of Work (Exhibit C) and the Statement of Work Part II (Exhibit C-1).

- III. **SECTION 3. COUNTY FISCAL OBLIGATION**, is deleted and replaced with the following:

The County agrees to reimburse the CONTRACTOR for satisfactory provision of services identified in the Mandated Program Requirements (Exhibit B), the Statement of Work (Exhibit C), and the Statement of Work Part II (Exhibit C-1) in accordance with relevant invoicing policies and procedures set forth in this Contract, provided, however, that the total amount obligated and paid to CONTRACTOR does not exceed the total value of the Contract, detailed in this Section, below.

The maximum total sum for the twelve (12) month period from the date of execution of this Amendment Two, continuing on a month-to-month basis for a time period not to exceed twelve (12) months is **[insert written dollar amount] (\$XXX,XXX)** with the monthly maximum contract amount not to exceed **[insert written dollar amount] (\$XXX,XXX)**.

- IV. **SECTION 5. TERM**, is deleted and replaced with the following:

The term of this Contract shall be extended beginning January 1, 2007 for a period of thirty (30) days, automatically extending for additional thirty (30) day increments on a month-to-month basis, for a total time period not to exceed twelve (12) months, unless terminated earlier as provided under Section 1102 in the Contract.

- V. Exhibit C-1, Statement of Work is deleted in its entirety and replaced with Exhibit C-1, Statement of Work Part II, which is attached as Attachment 1.
- VI. Exhibit D, Performance Requirements and Fee Summary is deleted in its entirety.
- VII. Exhibit D (a), Fees Summary is deleted in its entirety and replaced with Exhibit D (a) Fees Summary and Rates Schedule Part II, which is attached as Attachment 2.
- VIII. Exhibit D (b), Fees Matrix Summary Part II, is added and is attached as Attachment 3.
- IX. Exhibit D (c), Estimated Slot Costs and Worksheet Part II is added and is attached as Attachment 4.
- X. Exhibit D-1, Budget Justification Information Summary is deleted in its entirety.
- XI. Exhibit D-1(a), Budget Justification Information Summary is deleted in its entirety and replaced with Exhibit D-1(a) Budget Forms Part II, which is attached as Attachment 5.

All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, COUNTY has caused this Contract to be subscribed on its behalf by the Director of Community and Senior Services or her designee, and CONTRACTOR subscribed the same through its authorized officer on the day, month, and year first above written. The person signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

BY: _____
CYNTHIA D. BANKS, Director
Community and Senior Services

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
RAYMOND G. FORTNER, JR., County Counsel

BY: _____
Janice Kasai, Deputy County Counsel

CONTRACTOR

BY: _____
(Signature)

(Print or Type Name)

(Title)

(Date)

COMMUNITY AND SENIOR SERVICES
Independent Living Program Recommended Allocations
January 1, 2007 – June 30, 2007

INDEPENDENT LIVING PROGRAM FUNDING 6 MONTHS DISTRIBUTION						Total Available		\$600,000				
						I	II	III	IV	V	January ~June 30, 2007 TOTALS	
INDEPENDENT LIVING PROGRAM CONTRACTORS												
Community Build							\$77,921				\$77,921	
David and Margaret Home										\$60,392	\$60,392	
Door of Hope Community Center						\$47,836					\$47,836	
GLASS							\$23,918		\$67,683		\$91,601	
HELP Group								\$39,762			\$39,762	
Jewish Vocational Services								\$39,762			\$39,762	
Jovenes, Inc.						\$31,200	\$22,029				\$53,229	
Penny Lane										\$48,172	\$48,172	
Pomona Valley YES						\$47,553				\$15,851	\$63,404	
Special Services for Groups							\$77,921				\$77,921	
CONTRACTORS TOTAL						\$126,589	\$201,789	\$79,524	\$67,683	\$124,415	\$600,000	

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Independent Living Program Recommended Allocations
July 1, 2007 – December 31, 2007

INDEPENDENT LIVING PROGRAM FUNDING 6 MONTHS DISTRIBUTION						Total Available			\$600,000		
						I	II	III	IV	V	July –Dec. 31, 2007 TOTALS
INDEPENDENT LIVING PROGRAM CONTRACTORS											
Community Build							\$77,921				\$77,921
David and Margaret Home										\$60,392	\$60,392
Door of Hope Community Center						\$47,836					\$47,836
GLASS							\$23,918		\$67,683		\$91,601
HELP Group								\$39,762			\$39,762
Jewish Vocational Services								\$39,762			\$39,762
Jovenes, Inc.						\$31,200	\$22,029				\$53,229
Penny Lane										\$48,172	\$48,172
Pomona Valley YES						\$47,553				\$15,851	\$63,404
Special Services for Groups							\$77,921				\$77,921
CONTRACTORS TOTAL						\$126,589	\$201,789	\$79,524	\$67,683	\$124,415	\$600,000

INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM

Minorities/Women Participation
(Percent Minority / Percent Women)

Agency	Type of Agency	Ownership/ Partnership	Board Members	Managers	Staff
Community Build	Non-profit	NA	NA	NA	NA
David & Margaret	Non-profit	NA	NA	NA	NA
Door of Hope	Non-profit	NA	NA	0% / 100%	100% / 100%
GLASS	Non-profit	NA	NA	NA	NA
HELP Group	Non-profit	NA	NA	NA	NA
Jovenes Inc.	Non-profit	83% / 33%	NA	75% / 50%	77% / 46%
JVS	Non-profit	NA	NA	10% / 90%	15% / 85%
Penny Lane	Non-profit	NA	NA	NA	NA
Pomona Valley	Non-profit	NA	NA	NA	NA
SSG	Non-profit	NA	NA	NA	NA

Information based on "Los Angeles County CBE Firm/Organization Information" form. (Note: The disclosure of minority or female composition of employees in an agency is voluntary for non-profit organizations.)